



**City of Annapolis**  
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## **Annapolis Conservancy Board**

May 12, 2011

The regular meeting of the Conservancy Board of the City of Annapolis was held on May 12, 2011 at the Roger "Pip" Moyer Recreation Center. Chair Baldwin called the meeting to order at 5:30p.m.

Present: **Chair Baldwin, Vice Chair Dunn, Fogle, Cliff, Lippert, Jennings, Chapman**

Staff: Carr–Board Liaison, Biba–Board Liaison, Hook-Recorder

Journal of Proceedings:

### **April 14, 2011 Meeting Minutes**

Mr. Baldwin moved to approve the April 14, 2011 meeting minutes as amended. Mr. Fogle seconded the motion. The motion passed unanimously in a vote of 4-0. (Dunn, Lippert, and Chapman were not present for the voting)

### **Review Minutes & Activities of Other City Boards**

The meeting minutes of the Annapolis Environmental Commission, Recreation Advisory Board and Maritime Advisory Board were provided for review and members were encouraged to submit any questions to staff.

Staff explained that the Board's new staff liaison will be Mr. Rob Savidge and he has been briefed on the Board's latest agenda items so that there is a smooth transition. Staff expressed that it has been a pleasure to serve the Board.

### **Future Speakers**

Staff clarified that this is a standing agenda item and once the green infrastructure project is completed, Ms. Plumer and Mr. Arason can be invited back to the meeting for an update. There was a brief discussion regarding inviting Ms. Elizabeth Buxton to a future meeting. Mr. Fogle suggested having Ms. Lisa Craig, Historic Preservation Chief to attend one of the Board's meetings to discuss preservation in the historic district. Mr. Dunn noted that the American Great Outdoors report stresses the need for implementation and renewal of urban parks. He believes that the spirit of this initiative matches some of the Board's functions and that it would be productive to have a representative from the AGO to attend a Board's meeting to discuss this initiative. He agreed to coordinate this effort on behalf of the Board.

### **City Legislative Update**

Staff's review of the pending resolutions and ordinances revealed nothing of interest to the Board.

### **Mail**

There was no mail.

### **Conservation Easement Inspection Assignments & Protocol – Reporting Forms & Photos**

Staff distributed an information packet included the Board's easement assignments and there were several easements that had not been assigned. Mr. Chapman and staff agreed to visit the Kingsport site. Ms. Clift and Mr. Fogle volunteered to visit South Cherry Grove Avenue. Mr. Dunn agreed to visit Brewer Avenue. Staff agreed to visit the Waterworks Park. Mr. Fogle and Ms. Jennings agreed to visit the Duckett Property.

An example of a completed easement inspection report was provided for members to use as a template during the easement visits. Members were encouraged to take digital photographs of the property and complete the form electronically. The completed forms and photographs should be sent to the Mr. Savidge for filing. Ms. Jennings suggested a follow up meeting to go over the observations.

#### **P&Z Response to the Board 11/18/10 Letter**

Staff provided a copy of the Mr. Arason's responses to the four recommendations outlined in the Board's November 18, 2010. A discussion ensued regarding the responses to the recommendations.

Staff reported that the Board will not be given formal reviewing agency status but the P&Z Director has agreed to give the Board an early review of the project site plan once it is received. Ms. Jennings expressed concern that the Board would not be aware of easement opportunities/concerns if it is not involved in the review process. Staff responded that the Board would have the opportunity at the Planning Commission's public hearing to express concern and also the Board's liaison would be able to keep the Board updated in a timely manner of easement opportunities on new projects. Mr. Biba added that the Board could access the permit tracking system, TRAK IT on the city's website as a resource for review projects from beginning to end.

#### **Shubert Property Update**

Staff reported that an email was sent to Mr. Mallinoff, City of Annapolis Manager, regarding the City's possible acquisition of the Shubert Property and is awaiting a response. This will be an on-going agenda item that will require follow up by the Board.

#### **Update on the Planning Commission Meeting Regarding Katherine Property**

Staff provided a copy of the Board's letter to the Planning Commission, dated April 20, 2011, regarding the Katherine Property and Mr. Tom Smith's (P&Z) email response. Mr. Smith also attached a copy of the Board's recommendation to the staff report given to the Planning Commission.

#### **Update on Lot #171 at Kingsport**

Staff referred again to Mr. Smith's (P&Z) email regarding the status of Lot 171 at Kingsport, stating that the owners were appreciative of the Board's prompt approval of the project with conditions. They have agreed to comply with all of the Board's conditions. Staff will need to work with the City Forester (Jan van Zutphen) to coordinate the tree plantings.

#### **Regatta Bay II Easement Infractions Letter**

Staff explained that the Regatta Bay II easement infraction letter has been sent to Mr. Larry Tom, AACO Planning Director, and there has been no response to date. This would be an on-going standing agenda item for staff follow-up.

#### **Green Infrastructure Update from Joel Dunn, Karen Jennings and Jon Chapman**

Mr. Dunn will have a Duke intern available this summer and will ask that he develop some algorithms for data layers for the high priority conservation easement areas map. He is hoping to provide some draft ideas for the Board at the next meeting. This will be an on-going process.

#### **Update on New Cooperative Agreement with the Maryland Environmental Trust**

Staff recommended that this agenda item be monitored by staff with the Office of Law and MET.

#### **Update on the Agreement with County Regarding Future Program Open Space Yearly Allocations**

Staff will follow up on this agenda item with Ms. Plumer regarding a legally binding agreement to establish a formal agreement on how Program Open Space funding will be allocated to the City of Annapolis. Staff will prepare a draft proposal that identifies the City share as based on the 10-year census population with 50% of funding being allocated to acquisition and 50% allocated to park redevelopment. The Memorandum of Agreement would also stipulate that the County will maintain the acquisition funds in a separate account that can be used for future acquisition. The letter will also include request for the City's current funding balance.

**Post Haste Property Update**

There was no report on this agenda item. Staff suggested that this be included in the green infrastructure data layer information.

**Adjournment**

**The next meeting is scheduled for June 9, 2011 at 5:30pm at Pip Moyer Recreation Center.** With no further business, Mr. Fogle moved to adjourn the meeting at 6:40pm. Ms. Jennings seconded the motion. The motion passed unanimously in a vote 7-0.

Tami Hook, Recorder